

BUPERS INSTRUCTION 1131.1A

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: IN-SERVICE PROCUREMENT FOR APPOINTMENT UNDER THE ACTIVE AND RESERVE LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAMS

Ref: (a) SECNAVINST 1120.3C (NOTAL)
(b) MILPERSMAN 1040300.6
(c) OPNAVINST 1160.6A
(d) MILPERSMAN 1020180
(e) OPNAVINST 6110.1D
(f) OPNAVINST 1160.5C
(g) OPNAVINST 1160.7B

Encl: (1) Normal Path of Advancement to Limited Duty Officer/Chief Warrant Officer and General Program Guidance
(2) Instructions for the Active Duty Limited Duty Officer/Chief Warrant Officer Programs
(3) Instructions for the Naval Reserve Limited Duty Officer/Chief Warrant Officer Programs
(4) Format for Addendum Letter for Submission of Additional Information
(5) Summary of Changes to Basic Instruction

1. Purpose. To issue revised eligibility requirements and application procedures for the active and reserve Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1131.1.

3. Background. The LDO and CWO categories are separate programs which serve the Navy's requirements for officer technical managers and specialists, respectively. Both programs provide an opportunity for outstanding senior enlisted men and women to compete for commissioned officer status without need for a college degree.

4. Application. Commanding officers (COs) will consider and forward only those applications from personnel who meet the criteria contained at enclosures (1) through (3). In addition, applicants must have demonstrated sustained superior performance of duty, outstanding technical skills and professional expertise, and proven leadership and managerial abilities. Specific dates announcing application periods will be issued by NAVADMIN.

5. Selection. A selection board will convene at the Bureau of Naval Personnel (BUPERS) annually in January to consider applicants for the active duty LDO/CWO programs, and in February for the reserve LDO/CWO programs. Applications must be received in BUPERS (Pers-251) for active duty and BUPERS (Pers-912) for Naval Reserve no later than the preceding 1 August for active duty programs and 1 September for the reserve programs. Selection will be based upon the information contained in the member's official service record and application package. Therefore, it is extremely important for COs to verify the information contained in each application pertaining to military course and training school completion, correspondence courses, off-duty education, awards, warfare/special skill qualifications, and physical fitness readiness. Applicants selected for LDO and CWO will be notified by NAVADMIN.

6. Eligibility Requirements. Eligibility criteria for the LDO and CWO programs are contained at reference (a) and enclosures (1) through (3). Requests for waivers are discouraged and will be considered only in exceptional circumstances.

7. LDO/CWO Designators and Categories. LDO and CWO designators are designed to provide positive identification of surface, submarine, and aviation warfare; general series; and staff corps associated personnel, and to identify a broad occupational field or technical area. The following definitions apply:

a. Designator series 61XX/71XX: LDO's (61XX) or CWO's (71XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval surface warfare.

b. Designator series 62XX/72XX: LDO's (62XX) or CWO's (72XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval submarine warfare.

c. Designator series 63XX/73XX: LDO's (63XX) or CWO's (73XX) are officers designated for duty indicated by their

specialty in the operations, maintenance, training, or support of naval aviation warfare.

d. Designator series 64XX/74XX: LDO's (64XX) or CWO's (74XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of any element of naval warfare.

e. Designator series 65XX/75XX: LDO's (65XX) or CWO's (75XX) are officers designated for duty within the respective staff corps of the Navy indicated by their specialty.

8. Designator Application

a. Surface and submarine warfare communities require LDO's and CWO's with the same or similar occupational qualifications. Candidates need not be "Qualified in surface warfare" to apply for a 61XX/71XX designator, nor must they be "Qualified in submarines" to apply for a 62XX/72XX designator. The effect of applying and being selected for a 62XX/72XX designator means those individuals will be assigned by the Submarine/Nuclear Power Distribution Division (Pers-42) to billets identified in subparagraph 7b. Those applying and selected for a 61XX/71XX designator will be assigned by the Surface Officer Distribution Division (Pers-41) to billets identified in subparagraph 7a. Obviously, every enlisted rating is not competitively qualified for both 61XX/71XX and 62XX/72XX, and application should not be made for an inappropriate category (i.e., a Gunners Mate Guns (GMG) should not normally apply for 726X Ordnance Technician (submarine), but rather for 716X Ordnance Technician (surface)).

b. Eligible candidates are reminded of the opportunity to apply for up to two designators which may be in different occupational fields (e.g., Ordnance Technician (716X) and Electronics Technician (718X)); the same occupational field, but different warfare communities (e.g., Ordnance Technician (Surface) (716X) and Ordnance Technician (Submarine) (726X)); or a combination of the two (e.g., Ordnance Technician (Submarine) (726X) and Electronics Technician (Surface) (718X)). A candidate may not apply for dual designators as a first and second choice, e.g., first choice 718X/728X, second choice, 716X/726X. Applications submitted with dual designators will be returned for the candidate to resubmit in compliance with above designator restrictions. If a candidate feels qualified to compete in only one designator, only that designator should be requested. Eligible candidates requesting consideration for both LDO and CWO may apply for only one designator under each program.

c. CWO's in the Nuclear Occupational Field and nuclear trained enlisted personnel may apply only for LDO or CWO in the nuclear field 640X or 740X.

d. LDO Administration (641X) and CWO Ship's Clerk (741X) selectees who are enlisted submarine-qualified will be detailed primarily to billets (coded SV1) in direct support of submarine warfare.

e. Applicants for CWO who are qualified in the performance of diving and desire to remain in diving-related billets may apply for the CWO Diving Designator 720X. Selectees will be detailed to surface and submarine-related diving billets.

f. If selected for LDO or CWO, any request for change of designator will not normally be approved until the initial obligation of three years as an LDO or CWO has been served.

9. Privacy Act Statement (Public Law 93-579). The authority to request information from a candidate is contained in Section 301 of 5 U.S.C., Section 5013 of 10 U.S.C., and E.O. 9397. The information will be used to assist and enable board members to recommend only those candidates who, in the opinion of a majority of the board, are fully qualified for appointment and are the best qualified of all candidates under consideration for appointment. Disclosure of the information is voluntary; however, failure to do so may make an applicant less competitive for selection.

10. Action. COs shall ensure wide publicity is given to the LDO and CWO Programs, and should actively identify and encourage all qualified personnel to apply.

11. Information. Pers-251 is the central point of contact and overall coordinator for the active duty LDO/CWO programs; Pers-912 serves as the central point of contact and overall coordinator for the reserve LDO/CWO programs. Pers-251/912 will provide candidates with receipt notification of their applications, either through the BUPERS Access bulletin board or a card reply. Questions regarding application procedures and format, eligibility criteria, submission of additional information to applications which have already been submitted, and recommendations for changes to this instruction should be referred to Pers-251/Pers-912 respectively.

12. Forms

a. The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms.

NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks,
S/N 0106-LF-010-6991

NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet,
S/N 0114-LF-011-0065

NAVEDTRA 1430/2 (Rev. 8-92), Advancement in Rate or Change in
Rating Worksheet, S/N 0115-LF-014-6900

b. SF-88 (Rev. 9-95), Report of Medical Examination,
NSN 7540-00-634-0036, is available from the Federal Supply
System.

c. NAVCRUIT 1000/20 (Rev. 2-96), Officer Appointment
Acceptance and Oath of Office, is generated by Commander, Navy
Recruiting Command, upon Senate confirmation of officers
recommended for permanent appointment in the U.S. Navy.

Distribution
SNDL Parts 1 and 2
BUPERS (Pers-251, 100 copies) (Pers-912, 100 copies)

Order from:
Naval Inventory Control Point
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Philadelphia PA 19111-5098

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BUPERSINST 1131.1A

NORMAL PATH OF ADVANCEMENT TO LIMITED DUTY OFFICER/
CHIEF WARRANT OFFICER AND GENERAL PROGRAM GUIDANCE

Section A - Introduction

Section B - Normal Path of Advancement

Section C - General Program Guidance

SECTION A - INTRODUCTION

1. General

a. The LDO category was established under the Officer Personnel Act of 1947 to provide a path of advancement to commissioned officer status for outstanding enlisted (E6-E9) personnel and CWO's for performance of duty limited to broad technical fields associated with their previous rating groups or warrant designators. The LDO Program provides the Navy with officers who perform in progressively technical management positions requiring a technical background not attainable by normal development of other officers.

b. CWO's are officer technical specialists, qualified by performance and experience, who possess the expertise and authority to direct the most difficult and exacting technical operations in a given occupational area. The CWO has provided this technical expertise since our beginning as a naval force over 200 years ago. By appointing CWO's only from the chief petty officer grades (E7-E9), the maturity, leadership, and technical expertise required of these officers is ensured.

2. Application. Competition in both of these programs has been and will continue to be particularly keen. Interested persons should begin preparation early in their careers. Increased knowledge gained through occupational experience and specialized training through schools and correspondence courses should be sought by all potential candidates to better prepare for officer status.

SECTION BNORMAL PATH OF ADVANCEMENT**SURFACE/SUBMARINE**

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
BM/QM/SM/ET(14NM) Note 1	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/EW	OPERATIONS TECHNICIAN (712X)	OPERATIONS (612X)
IC/EN/MM/GS/EM	ENGINEERING TECHNICIAN (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML/HT/DC/MR	REPAIR TECH (714X/724X)	N/A
ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE	SPECIAL WARFARE TECHNICIAN (715X)	SPECIAL WARFARE (615X)
FC/GMG/GMM/GM/MN/FT/FTG/MT/TM/MM Note 2	ORDNANCE TECHNICIAN (716X/726X)	ORDNANCE (616X/626X)
ST/FTG/FC/FT/ET/EW (NEC-17XX) Note 3	ELECTRONICS TECHNICIAN (718X/728X)	ELECTRONICS (618X/628X)
RM/DP/ET(14CM) Note 4	COMMUNICATIONS TECHNICIAN (719X)	COMMUNICATIONS (619X/629X)
ANY RATING QUALIFIED AND DESIGNATED A MASTER, SATURATION, OR FIRST CLASS DIVER	DIVER (720X)	N/A

AVIATION

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ABE/ABF/ABH/AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECHNICIAN (732X)	AVIATION OPERATIONS (632X)
AD/AME/AMH/AMS/AM/PR/ASAZ/AF	AVIATION MAINTENANCE TECHNICIAN (734X)	AVIATION MAINTENANCE (633X)
AO	AVIATION ORDNANCE TECHNICIAN (736X)	AVIATION ORDNANCE (636X)
AV/AT/AE	AVIATION ELECTRONICS TECHNICIAN (738X)	AVIONICS (638X)
AC	N/A	AIR TRAFFIC CONTROL (639X)

GENERAL SERIES

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER TECHNICIAN (740X)	NUCLEAR POWER (640X)
YN/PN/NC/RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
DP/RM/ET/IS Note 5	DATA PROCESSING TECHNICIAN (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT Note 6	CRYPTOLOGIC TECHNICIAN (744X)	CRYPTOLOGY (644X)
IS	INTELLIGENCE TECHNICIAN (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/ OCEANOGRAPHY (646X)
PH/IS/JO	N/A	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD. CWO APPLICANTS MUST POSSESS NEC 5336 OR 5337. LDO APPLICANTS MUST POSSESS NEC 5334, 5335, 5336 OR 5337	EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN (748X)	EXPLOSIVE ORDNANCE DISPOSAL (648X)
MA	SECURITY TECHNICIAN (749X)	SECURITY (649X)

STAFF

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
DK/SH/SK/AK/MS/PC	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (651X)
MS	FOOD SERVICE WARRANT (SC) (752X)	N/A
BU/CE/CM/UT/UC/EA/EO/ SW/CU/EQ	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)
LN	N/A	LAW (655X)

Notes:

- 1 - ET (14NM) MUST HAVE QM TRAINING.
- 2 - MM (4232 AND 4233)
- 3 - ET(NM), ET (SM) AND ET (EM)
- 4 - DP AND ET(14CM) MUST HAVE COMMUNICATIONS EXPERIENCE. ET(14CM) MAY ONLY APPLY FOR 629X.
- 5 - ET/IS MUST HAVE ADP MAINTENANCE/DATA BASE EXPERIENCE.
- 6 - ONLY CT PERSONNEL MAY APPLY.

NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH QUALIFIED.
NO PATH INTO 643X DESIGNATOR UNDER THE INACTIVE DUTY LDO PROGRAM.

SECTION C - GENERAL PROGRAM GUIDANCE

1. Applicability. This instruction applies to the following:

a. Enlisted personnel of the Regular Navy and Naval Reserve on extended active duty (including Training and Administration of the Naval Reserve (TAR) personnel) may seek appointment to commissioned officer status via the Active Duty LDO Program and/or the Active Duty CWO Program. Eligibility requirements and application procedures for Regular Navy, Naval Reservists on active duty, including TAR enlisted personnel are contained at enclosure (2). TAR and active duty Naval Reserve candidates who are selected under the Active Duty LDO/CWO Programs will receive appointments in the U.S. Navy. They shall be honorably discharged from their enlistment in the Naval Reserve and concurrently reenlist in the Regular Navy before being appointed as a temporary LDO.

b. CWOs of the Regular Navy and Naval Reserve on extended active duty may seek appointment to LDO via the Active Duty LDO Program. Reserve CWO's selected shall be transferred to the Regular Navy by the Secretary of the Navy (SECNAV) before being appointed to LDO.

c. Fleet Reserve personnel on active duty must reenlist in the Regular Navy to become eligible to apply for the Active Duty CWO Program. Authority to reenlist Fleet Reserve personnel on active duty must be requested from Chief of Naval Personnel (CHNAVPERS) (Pers-252).

d. Enlisted personnel of the Naval Reserve, who are assigned to a drilling unit, on Active Duty for Special Work (ADSW)/One Year Recall (OYR) may seek appointment to commissioned officer status via the Naval Reserve LDO or CWO Programs. Eligibility requirements and application procedures for Naval Reservists are contained at enclosure (3). Naval Reservists who are selected under the Naval Reserve LDO/CWO Programs will have their active duty status terminated and receive permanent appointments in the Naval Reserve. Eligibility requirements and application procedures are contained in enclosure (3).

e. CWOs of the Naval Reserve, who are assigned to a drilling unit, on Active Duty for Special Work/One Year Recall (ADSW/OYR) may seek appointment to LDO via the Naval Reserve LDO Program. Naval Reservists who are selected under the Naval Reserve LDO/CWO

Programs will have their active duty status terminated and receive permanent appointments in the Naval Reserve. Eligibility requirements and application procedures are contained in enclosure (3).

f. Naval Reservists who are assigned to Presidential Selected Reserve Call-up (PSRC) may seek appointment to LDO/CWO via the Naval Reserve LDO/CWO Program. Naval Reservists who are selected under the Naval Reserve LDO/CWO Programs must have gaining command or theater commander re-validation of their assignment based on the commissioned grade. If this validation is approved, they will remain on active duty. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated. In any case, they will receive permanent appointments in the Naval Reserve. Eligibility requirements and application procedures are contained in enclosure (3).

g. Naval Reservists assigned duties as Reserve Canvasser Recruiters may seek appointment to LDO/CWO via the Naval Reserve LDO/CWO Programs. Naval Reservists assigned duties as Reserve Canvasser Recruiters who are selected under the Naval Reserve LDO/CWO Programs will have their active duty status terminated and receive permanent appointments in the Naval Reserve. Eligibility requirements and application procedures are contained in enclosure (3).

2. Selection. Eligible applicants for the LDO and CWO Programs will be considered by an annual selection board convened by CHNAVPERS. The board will select the candidates considered best qualified for appointment within authorized quota limitations. The names of those selected will be published by NAVADMIN. Non-selectees will not be individually notified.

a. COs are requested to inform BUPERS within 30 days following publication of the selection board results of the selectees who intend to decline their appointments.

b. COs are requested to keep BUPERS informed by official correspondence of any change in address to ensure proper delivery of appointments.

c. COs shall notify BUPERS (Pers-251(active duty)/Pers-912(reserve)) of selectees who are convicted by court-martial, receive non-judicial punishment, or are convicted by civil court for any offense other than minor traffic violations (driving

under the influence (DUI) violations are considered major violations). COs are to forward the relevant facts, their recommendation and any statement the selectee may desire to make concerning the circumstances. Appointments to LDO/CWO are to be held in abeyance pending decision by CHNAVPERS.

d. Selectees may not be discharged prior to normal expiration of enlistment and reenlisted as prescribed by reference (b) if their expiration of enlistment, including any extensions, is subsequent to the date of appointment.

e. Applicants attention is invited to the provisions of reference (c) regarding eligibility for, and payment of, Selective Reenlistment Bonus in connection with applications for LDO or CWO status.

f. Active duty selectees for LDO (ensign) and CWO will be required to attend the Officer Indoctrination Course at Pensacola, FL. (Selectees to be assigned to the Department of Energy in Naval Reactors Representatives Offices are exempt from this requirement.) Naval Reserve selectees for LDO (ensign) and CWO are required to attend the Direct Commission Officer Course at Pensacola.

g. LDO and CWO selectees are ineligible for further enlisted advancement unless formal written declination is received in BUPERS prior to the convening date of the enlisted advancement board. Temporary LDO's, however, may still be advanced after appointment under the provisions of paragraph 821 of the Manual of Advancement (BUPERSINST 1430.16D).

3. Appointment. All appointments are delivered in accordance with reference (d).

a. Active Duty

(1) CWO's selected under the Active Duty LDO Program will be appointed in the temporary grade of lieutenant (junior grade)(LTJG)/(02E) in the Regular Navy.

(2) Enlisted personnel selected under the Active Duty LDO Program will be tendered temporary appointments in the grade of ensign (ENS)/(01E).

(3) Enlisted personnel selected under the Active Duty CWO

Program will be tendered permanent commissioned appointments. CWO appointees will be honorably discharged from their enlisted status for convenience of the government to accept permanent appointment to an officer grade following the procedures prescribed in reference (c). CWO's are required to serve a minimum of 3 years commissioned service in order to retire as a CWO.

(4) Active duty LDO (ensign) selectees will not be discharged from their enlisted status. Their enlisted service record will be maintained open and current until they are appointed to a permanent officer status (normally upon promotion to lieutenant). While in a permanent enlisted/temporary officer status, they may continue to advance in their enlisted grade. Prepare a NAVPERS 1070/613 in the member's service record showing the individual has accepted a temporary appointment to LDO. Temporary LDO's, both those in a permanent enlisted/temporary LDO and permanent warrant/temporary LDO status, shall be offered a permanent appointment to LDO upon promotion to the grade of lieutenant and confirmation by the U.S. Senate. Permanent enlisted/temporary LDO's who decline permanent appointment to lieutenant will be reverted to their permanent enlisted status within 120 days after declining the appointment. Permanent warrant/temporary LDO's, who decline acceptance of permanent appointment to LDO, will not be reverted to their permanent warrant status. These officers may elect to accept temporary promotion appointment to lieutenant and continue as an LDO. Officers in the latter category should indicate their acceptance desires for permanent LDO appointment on the NAVCRUIT 1000/20, forwarded to the officer by the Navy Recruiting Command upon receipt by CRUITCOM of the locally prepared NAVPERS 1421/7, (e.g., "I decline the permanent appointment and accept a temporary appointment to LDO in order to retain my permanent chief warrant officer status)."

b. Naval Reserve

(1) Enlisted Personnel selected under the Naval Reserve LDO Program will be tendered permanent appointments in the grade of ENS (01). If the reservists have over 4 years of active duty service, they will be appointed to the grade of ENS (01E).

(2) CWOs selected under the Naval Reserve LDO Program will be appointed in the permanent grade of LTJG (02). If the reservists have over 4 years of active duty service, they will be

appointed to the grade of LTJG (02E).

4. General Comments and Emphasis. Experience has proven a need for more attention to detail by individuals submitting applications. The following areas must be given proper attention throughout all stages of application preparation:

a. Applicants for the LDO or CWO Programs may apply for any designator for which they feel the most competitive; however, they should normally request consideration in the category of their normal path of advancement as shown in section B of this enclosure. Enclosures (2) through (4) provide specific eligibility requirements and application procedures for the Active Duty LDO/CWO and Naval Reserve LDO/CWO Programs.

b. Since applications are reviewed by selection boards on a comparative basis, they must be complete, concise, and accurate in every detail. Applications should contain essential information and recommendations should be specific and not general in nature. Sustained superior performance is the essential criterion used by the selection board in making its selections. Each applicant's service record should be complete and up to date. Applicants are responsible for ensuring that the forms accompanying signed applications are complete and correct in all aspects. Incorrect or missing information may, at the discretion of the selection board, reflect on the administrative abilities of the applicant.

c. Applicants recommended for programs leading to officer status must possess sustained superior performance, outstanding leadership ability, and the potential to serve as naval officers. Individuals not possessing sustained superior performance or who have not prepared themselves for assuming officer duties, should not be recommended for these programs. To assist the CO in ensuring that only the most highly qualified and motivated personnel are recommended, each command will convene a board of officers to review the overall qualifications of individuals desiring a commission. A complete copy of each application shall be maintained by the command to ensure it can respond to queries prior to convening of the board. A copy of the command endorsement to applications shall be provided to each applicant to allow individuals an opportunity to receive important feedback on their performance and qualifications; take corrective action, as necessary, to strengthen their record for future applications; and/or withdraw their current application prior to it being forwarded to the board.

d. COs, division officers, and officers performing educational duties should be alert to recognize and counsel individuals who possess the potential to become officer applicants.

e. Physical fitness standards specified in reference (e) must be met by all LDO/CWO candidates at the time of application and appointment.

f. References (f) and (g) address active and reserve high-year tenure requirements that must be met by each applicant.

5. Waivers. Individual waivers of the eligibility requirements in this instruction are not normally granted. Minor physical defects, non-organic in nature, may be waived by BUPERS with the recommendation of the Chief, Bureau of Medicine and Surgery (BUMED).

INSTRUCTIONS FOR THE ACTIVE DUTY LIMITED DUTY OFFICER/
CHIEF WARRANT OFFICER PROGRAMS

Section A - Introduction

Section B - Eligibility Requirements and Appointments

Section C - Application and Processing Procedures

SECTION A - INTRODUCTION

1. General

a. LDO's are technically oriented officers who perform duties which:

- (1) Are limited to specific occupational fields;
- (2) Require authority and responsibility greater than that normally expected of a CWO;
- (3) Require strong managerial skills; and,
- (4) Are outside the normal development pattern for unrestricted line, restricted line, and staff corps officers or for which no unrestricted line, restricted line, or staff corps officers are available.

b. The LDO fills the need for officer technical management skills. Development of LDO's will emphasize officer managerial skills that are an outgrowth of a specific technical background.

c. CWO's are officer technical specialists who perform duties which:

- (1) Require extensive knowledge and skills of a specific occupational field;
- (2) Are technically oriented and repetitive in nature;
- (3) Require authority and responsibility greater than expected of a master chief petty officer (MCPO); and,
- (4) Are not significantly affected by assignability or advancement in rank and are, therefore, subject to successive tours of duty in the same technical area.

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d. The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWO's will emphasize increasing their technical competence within their warrant specialty.

2. Authority to Appoint. Appointments to LDO grades are made under authority of Section 5596 of 10 U.S.C. Appointments to CWO grades are made under authority of Section 571 of 10 U.S.C.

SECTION B - ELIGIBILITY REQUIREMENTS AND APPOINTMENTS

1. General Eligibility Standards. To be eligible for appointment under the Active Duty LDO/CWO Programs, all applicants must meet the following requirements:

- a. Be a citizen of the United States.
- b. Be serving on active duty in the U.S. Navy or Naval Reserve, including the TAR Program, at the time of application and, if selected, remain on active duty until the appointment is tendered.
- c. Fleet Reserve personnel on active duty must request authority from Pers-252 for reenlistment in the Regular Navy and be reenlisted USN to be eligible to apply for the Active Duty CWO Program.
- d. Be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, chapter 15. Applicants who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of BUMED and waiver of the standards by BUPERS. The CO's endorsement must state that the applicant meets the physical fitness standards outlined in reference (e). Defective color perception is disqualifying for appointment in the following designators: 611X/621X, 612X, 616X/626X, 619X/629X, 636X, 639X, 640X, 647X, 648X, 711X/721X, 712X, 716X/726X, 719X, 736X, 740X and 748X. Waivers will not be granted. A color vision test must be completed within 18 months of 1 October of the year application is made.
- e. Be a high school graduate or possess the service-accepted equivalent as prescribed in CNETINST 1560.3D.
- f. Have no record of conviction by court-martial, non-judicial punishment (NJP), or conviction by a civil court for any offense other than minor traffic violations for 2 years as of 1 October of the year in which application is made. For purposes of this subparagraph, driving under the influence (DUI) violations will be considered major traffic violations, and are disqualifying if within the 2-year period specified above.
- g. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

h. Be recommended by their CO for each designator applied for.

i. Not exceed high-year tenure (HYT) requirements of reference (g).

j. Students enrolled in other officer-producing programs, (e.g., Enlisted Commissioning Program (ECP)), are not eligible to apply for appointment under the LDO Program. If selected for a commission, individuals will be not be able to apply for other commissioning programs unless a formal declination has been filed.

k. Personnel serving in Humanitarian/Hardship (HUMS) or limited duty (LIMDU) assignments shall not be permitted to accept their commission until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the commanding officer shall hold the appointment in abeyance and notify Pers-251 by message of the attending circumstances. If the HUMS or LIMDU situation is not resolved within 60 days of commissioning date, the CO shall request further instructions from Pers-251.

l. Service with the Army, Air Force, Marine Corps, and Coast Guard may be credited to meet the minimal service requirement, when it can be clearly documented by the applicant that service in another branch provided the requisite training, knowledge and expertise which directly relates to and parallels the needs and requirements of the naval service. If applicable, comments regarding experience gained in another branch of service to include relation of that experience with Navy needs and requirements should be included in the application. The CO's endorsement shall attest to such qualifications.

2. CWO Eligibility. In addition to the requirements specified in paragraph 1, CWO applicants for LTJG under the LDO Program must also meet the following requirements:

a. Be serving as a CWO.

b. Must have completed at least 1 year of service as a CWO as of 1 October of the year application is made. Such service shall be computed from the initial date of rank as a CWO.

3. Enlisted Eligibility. In addition to the requirements specified in paragraph 1, enlisted applicants for the LDO/CWO

Programs must also meet the following requirements:

a. LDO:

(1) Be serving as a petty officer first class (PO1)/(E-6) or chief petty officer (E-7 or E-8). A PO1 must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate (TIR) date for PO1. If broken service is involved, a PO1 must have served a total of at least 1 year as an E-6 as of 1 October of the year application is made.

(2) Must have completed at least 8 but not more than 16 years of active naval service (day-for-day) exclusive of active duty for training in the Naval, Marine Corps, or Coast Guard Reserve on 1 October of the year application is made.

(3) PO1 applicants must complete all eligibility requirements for E-7 except TIR and must successfully compete in the annual Navy-wide examination for advancement to chief petty officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E-7 selection board eligibility. A PO1 is exempt from the requirements of this subparagraph when notification has been received by the CO that the individual is a selectee for chief petty officer or that advancement to chief petty officer has been authorized.

b. CWO:

(1) Be a master/senior or chief petty officer (includes E-6 personnel selected for advancement to E-7) on active duty in the Regular Navy or Naval Reserve, including TAR personnel.

(2) Must have completed at least 12 but not more than 24 years of active naval service (day-for-day), exclusive of active duty for training in the Naval, Marine Corps, or Coast Guard Reserve, on 1 October of the year application is made.

(3) Personnel in pay grade E-9 who will have completed at least 2 years of duty in pay grade E-9 on 1 October of the year in which the board convenes may apply for appointment to CW03. Such service shall be computed from the TIR date for advancement as a master chief petty officer.

4. LDO Appointment. Selectees will be appointed as LDO's only if they continue to meet all General Eligibility Standards of section B of this enclosure. Appointments to LDO will be made in the grades indicated below:

a. CWO's selected for LDO will be appointed in the temporary grade of LTJG (O2E) in the U.S. Navy per Section 5596 of 10 U.S.C.

b. Enlisted personnel selected for LDO will be appointed in the temporary grade of ENS (O1E) in the U.S. Navy per Section 5596 of 10 U.S.C. TAR and Naval Reservists on active duty must reenlist USN prior to accepting appointment.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by BUPERS. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Each selectee must agree to remain on active duty as an LDO for a period of 3 years from the date of acceptance of appointment.

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for appointment (i.e., NJP, failure to meet physical fitness standards, civil conviction, alcohol/drug abuse, loss of confidence in the member's abilities, demonstrated poor performance of duty, and/or removal of CO's recommendation, etc.), such information shall be forwarded to Pers-251 immediately. This information shall contain the following and is required to be routed via the selectee for comment, with a request that the selectee's appointment either be: (1) effected, (2) delayed, or (3) rescinded; and the reasons therefore. Upon obtaining required information, official correspondence shall be prepared and mailed to BUPERS for review. This applies to all LDO/CWO selectees.

5. CWO Appointment. Selectees will be appointed as CWO's only if they continue to meet all General Eligibility Standards of section B of this enclosure. Appointment to CWO will be made in the grades indicated below:

a. The appointment of each selectee will be to the permanent grade of CW02, except that selectees serving in pay grade E-9 who

have completed 2 years time-in-grade as prescribed in paragraph 3b(3), will be appointed to CW03 in the U. S. Navy per Section 571 of 10 U.S.C. TARs and Naval Reservists on active duty must reenlist USN prior to accepting the appointment. Appointees shall be honorably discharged from their enlisted status for convenience of the government to accept a permanent appointment to officer grade.

b. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by BUPERS. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

c. Each selectee must agree to remain on active duty for a period of 3 years from date of acceptance of appointment.

SECTION C - APPLICATION AND PROCESSING PROCEDURES

1. Application Dates. Formal applications must be submitted to reach BUPERS (Pers-251) not later than 1 August of the year application is made. If E-6s are notified of selection to E-7 after they have already submitted their application for LDO, and desire to be considered for CWO as well, their request must reach BUPERS (Pers-251) not later than 1 October of the year application is made. The mailing address is as follows:

Bureau of Naval Personnel
(Pers-251)
2 Navy Annex
Washington, DC 20370-2510

2. Application Format. Candidates are urged to follow the appropriate letter format provided in appendices A or B of this enclosure. Appendix C is a check-off list for use in avoiding common errors, but is not all-inclusive. Applicants are responsible for completeness, accuracy, and format. Documents listed as enclosures are no longer required to be certified as true copies.

3. Application Limitation. Chief petty officers (E-7 and E-8) with at least 12 but not more than 16 years of active naval service may apply for both LDO and CWO programs in the same application, but only one designator for each program may be requested.

4. Application Category. The category and designator an applicant feels best qualified and suited for shall be listed in order of preference. A candidate who is not applying for both LDO and CWO programs may apply for no more than two (2) LDO/CWO categories for which member is considered qualified.

5. Color Vision. Applicants requesting designators listed in paragraph 1c of section B must submit medical documentation completed within 18 months of 1 October of the year application is made verifying normal color vision.

6. Applications. Letter applications of enlisted personnel eligible per the preceding requirements shall contain the following information (see appendices A and B of this enclosure):

a. A certification that all requirements of this instruction have been met.

b. Program(s), category(ies), and designator(s) applied for listed in order of preference. If a candidate feels qualified to compete in only one designator, only that designator should be applied for.

c. Place of birth and citizenship verification (for naturalized citizen only).

d. Commissioning program(s) previously applied for indicating the program, year(s) applied, and final result(s). If none, so state.

e. Present rate and Time-in-Rate (TIR) date.

f. Date graduated from high school, or if successfully completed GED (high school level) attach a copy of the certificate. If attending off-duty education, indicate where attending and attach a copy of the institution transcript. For all military schooling, include date completed (and class standing, if available). Do not include class standing unless one is provided. For Navy or other correspondence courses, NAVEDTRA numbers and course grade are no longer required. Provide only the identity of the course and date of completion.

g. Extracurricular activities within 4 years of 1 October of the year application is made. Applicants should include an overview of their physical fitness program (what they do to stay fit).

h. All civil arrests, detentions, confinements, or traffic fines of more than \$150.00 subsequent to initial enlistment in the U.S. Navy or Naval Reserve. State place, date, charge, and disposition of sentence. If none, so state.

i. A listing of personal awards (e.g., Flag Letters of

Commendation, Navy and Marine Corps Achievement Medal and higher, including Good Conduct Medals) candidate is authorized. Include type of award, date awarded, and command where award was earned (i.e., Navy Commendation Medal-30 May 95 to 30 Jun 97-USS DWIGHT D. EISENHOWER (CVN-69)).

j. A statement agreeing to accept the appointment if selected and agreeing to remain on active duty for 3 years subsequent to accepting the appointment.

k. A statement by the applicant of reasons for requesting appointment to LDO and, if applicable, CWO.

l. Notification statement to Pers-251 regarding any events subsequent to application.

m. Privacy Act Statement.

7. CO's Endorsement. The formal applications for those candidates who have completed all requirements, are eligible in all respects, and recommended for consideration under the Active Duty LDO or CWO Program shall be endorsed and submitted in time to reach BUPERS (Pers-251) not later than 1 August of the year application is made. Upon submission of the formal application, the CO shall make an entry on NAVPERS 1070/613, of each enlisted applicant's service record, indicating the member has been recommended as a candidate for the LDO or CWO Program, and the specific designator(s) for which applying. If the candidate is transferred prior to submitting the application, a letter of recommendation from the candidate's last CO indicating the candidate's qualifications for appointment, as required below, shall be forwarded to the new CO for inclusion with the application when submitted. The CO's endorsement of all enlisted applicants shall include the following information in the proper format:

a. Paragraph 1 must contain a specific recommendation concerning the applicant, as well as a statement that indicates the applicant has been found physically qualified for a commission, world-wide assignability, and meets the physical fitness standards outlined in reference (e).

b. Subsequent paragraphs should include the following:

(1) Verification of the applicant's eligibility, and the completeness and accuracy of the information contained in the application and enclosures thereto with the member's official

service record.

(2) A statement of the applicant's military and professional performance, degree and scope of technical competence, and supervisory ability demonstrated in the applicant's present rating.

(3) A statement of the applicant's qualifications in the program(s) and designator(s) requested; potential to satisfactorily perform as a commissioned officer; and ability to accomplish the officer technical management and specialist functions required of each program, category and designator requested.

(4) If applicable, comments regarding experience gained in another branch of service to include relation of that experience and how its value has contributed to Navy needs and requirements.

(5) Any additional information considered pertinent.

c. The following documents shall be listed as enclosures to the CO's endorsement for enlisted applicants:

(1) In the case of an E-6 applicant, a certified copy of the NARDACPNCLA 10461/94, Examination Profile Information Letter, shall be submitted.

(2) Each enlisted applicant shall be interviewed by a local board consisting of a minimum of three officers appointed by the CO. The senior member of the board shall be a lieutenant commander (O4) or above. No member of the board shall be below the grade of lieutenant (O3) in the Unrestricted Line (URL), Restricted Line (RL), or Staff Corps, or LTJG (O2E)/CW03 in the LDO/CWO communities. Every effort shall be made to ensure at least one board member is an LDO or CWO, of the appropriate grade. The interviewing board for applicants should, whenever possible, be composed of officers who are not in the applicant's command or at least not directly in the chain of command. Each member of the board will review the applicant's overall record, assess personal qualities during the interview, and submit an individual NAVCRUIT 1100/13, to the CO. The Interviewer's Appraisal Sheets shall be typed, signed, and will include the board member's designator and grade. The block entitled Potential as a Career Naval Officer is applicable to all LDO/CWO candidates. If the assembly of a board of the prescribed number/rank is impractical, the CO shall state the reason(s) in the endorsement of the applicant's request. Officers serving on

the interview board shall be reminded that competition for this program is extremely keen and that sustained superior performance, both ashore and afloat, is the primary consideration for selection. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be recommended for this program. Any applicant who does not appear to be prepared and does not exhibit these qualities should not be recommended for these programs. Individuals not receiving a favorable endorsement are to be counseled on what is specifically required to improve their records, qualifications, etc., so that they may ultimately receive a favorable endorsement.

(3) A full-length, three-quarter view, 4x5 size, black and white or color photograph in Summer White, uncovered, and with left shoulder forward. A lettered title board (2-inch letters) containing the applicant's last name, first name and middle initial, rate, SSN, height (in inches), weight, and date

photograph was taken will be placed at the individual's feet, so it will be legible in the photograph. The photograph should be centered and affixed to a sheet of 8 1/2 x 11 white paper.

(4) Medical documentation of a color vision test completed within 18 months of 1 October of the year application is made (only if requesting designators listed in paragraph 1d of section B).

8. Acknowledgment of Application. Pers-251 will forward a post card to the applicant after initial screening of the application to address any eligibility issues and additional information, as may be required. Applications received by BUPERS found to be incomplete or ineligible will be returned for appropriate action prior to submission to the selection board. Candidates may submit certified copies of correspondence not in their microfiche record (limited to transfer evaluations, military awards received after submission of their application, etc.) to reach BUPERS (Pers-251) not later than 1 January of the year in which the board is scheduled to convene. All commendatory correspondence received by the member after submission of the application will be accepted by Pers-251 for supplemental inclusion in the application package. Duplication of correspondence contained in the applicant's official BUPERS record should be avoided.

9. Transfer to a new unit or activity after submission of an

application. Candidates who transfer to a new unit or activity after submission of an application must notify Pers-251 of the new unit mailing address by official correspondence. This will ensure that appointments for selectees are mailed to the correct unit and not delay commissioning.

Sample Letter of Application from Active Duty
CWO for Appointment to LDO

(Date)

"FOR OFFICIAL USE ONLY"

From: CW02/3/4 John Robert Jones, USN, 000-00-0000/7XXX
To: Chief of Naval Personnel (Pers-251)
Via: Commanding Officer, _____

Subj: APPLICATION FOR APPOINTMENT UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM

Ref: (a) BUPERSINST 1131.1A

1. I hereby apply for consideration under subject program and certify that I meet all requirements stipulated in reference (a).
2. I desire to be considered for appointment in the following designator(s):

<u>Preference</u>	<u>Category</u>	<u>*Designator</u>
1	Operations-Surface	612X
2	Electronics-Surface	618X

*Only one designator may be listed for first choice and one designator for second choice.

3. I was initially appointed as a chief warrant officer, (W-2/W-3) on _____ and promoted to (W-3/W-4) on _____.

4. The following information is submitted to support my qualifications and potential to serve as a Limited Duty Officer (LDO) in the designator(s) requested: (subsequent subparagraphs should discuss professional qualifications and accomplishments; assignments to key positions within the designator(s) field for which applying; attainment of special qualifications, academic credentials or pursuits, etc., and other pertinent and factual information the applicant feels appropriate).

5. I, _____ (name) _____, if selected for temporary appointment under the Active Duty LDO program, agree to accept such appointment and further agree to remain on active duty for a period of 3 years subsequent to acceptance of such appointment. I understand following acceptance of such temporary appointment as an LDO, that if and when I am promoted to the grade of lieutenant, I may

BUPERSINST 1131.1A

be offered a permanent appointment as an LDO under Section 5589

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Subj: APPLICATION FOR APPOINTMENT UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM

of 10 U.S.C. I understand that, if I decline to accept such permanent appointment, I will be allowed to remain on active duty as a temporary LDO with a permanent warrant officer grade.

6. I have read and understand the Privacy Act Statement set forth in paragraph 9 of reference (a).

/s/ JOHN ROBERT JONES

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

COMMANDING OFFICER'S ENDORSEMENT

COMMAND LETTERHEAD

SSIC
Orig Code
Date

FIRST ENDORSEMENT on CW02/3/4 John Robert Jones, USN,
000-00-0000/7XXX ltr of _____

"FOR OFFICIAL USE ONLY"

From: Commanding Officer, _____
To: Chief of Naval Personnel (Pers-251)

Subj: APPLICATION FOR APPOINTMENT UNDER THE ACTIVE DUTY LIMITED
DUTY OFFICER PROGRAM

Encl: (1) SF-88, Report of Medical Examination (if applicable)

1. Forwarded, _____. CWO _____
(specific recommendation required) (Name)
meets the physical fitness standards of OPNAVINST 6110.1D, and is
qualified and eligible in all respects for the program, category,
and designator(s) for which applying.

2. (Additional comments as desired by the CO).

/s/ COMMANDING OFFICER

Copy to:
CWO _____

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

Sample Letter of Application from Active Duty
Enlisted Personnel for LDO and CWO Program

(Date)

"FOR OFFICIAL USE ONLY"

From: PN1(SW) John Robert Jones, (USN/USNR/USNR(TAR)),
000-00-0000

To: Chief of Naval Personnel (Pers-251)

Via: Commanding Officer, _____

Subj: APPLICATION FOR CONSIDERATION UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM (AND/OR CHIEF WARRANT
OFFICER PROGRAM)*

*Eligible E7/E8 personnel applying for both LDO and CWO must
modify subject line to include phrase in parentheses.

Ref: (a) BUPERSINST 1131.1A

Encl: (1) Evidence of GED (if applicable)
(2) Copy of college transcript (if applicable)

1. I hereby apply for consideration under subject program(s) and
certify that I meet all requirements stipulated in reference (a).

2. Program and Category Selection. (Select a or b below)

a. I desire to be considered as an applicant for appointment
in the following program and designator(s):

<u>Preference</u>	<u>Program</u>	<u>Category</u>	<u>*Designator</u>
1	LDO	Engineering/Repair-Submarine	623X
2	LDO	Engineering/Repair-Surface	613X

*Only one designator may be listed for first choice and one
designator for second choice.

b. I desire to be considered as an applicant for appointment
in the following programs and designators:

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Subj: APPLICATION FOR CONSIDERATION UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM (AND/OR CHIEF WARRANT
OFFICER PROGRAM)*

<u>Preference</u>	<u>Program</u>	<u>Category</u>	<u>*Designator</u>
1	LDO	Deck-Surface	611X
2	CWO	Boatswain (Surface)	711X

*Only one designator for each program may be requested.

3. (For naturalized citizens only). My date and place of birth is _____. I was naturalized as a U.S. citizen on _____ at _____ and my naturalization number is _____.

4. I have/have not previously applied for a commissioning program. (If yes, indicate the program, fiscal year(s) applied, and final result(s).)

<u>PROGRAM</u>	<u>YEAR</u>	<u>FINAL RESULTS</u>
LDO	FY97	Not selected
CWO	FY96	Not selected
LDO	FY95	Selected; declined commission

5. My present rate is _____ and the TIR date of this rate is _____. (If currently frocked to the next higher paygrade, add a sentence to reflect frocked paygrade and projected date of advancement, if known.)

6. A statement of my complete naval service is as follows:

<u>BRANCH</u>	<u>ENLISTED</u>	<u>DISCHARGED</u>	<u>TIME LOST</u> <u>DUE TO</u> <u>MISCONDUCT</u>	<u>INACTIVE</u> <u>DUTY</u>	<u>ACTIVE</u> <u>DUTY</u>
USNR-R	00-00-00	00-00-00	NONE	00-00-00	
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00

*YR/MO/DA

(*Net time (active) for eligibility computed to 1 October of the year application is made must be at least 8 years. If computation results in active duty greater than 16-00-00, the member is ineligible for the LDO Program. If greater than 24-00-00, the member is ineligible for CWO Program.)

BUPERSINST 1131.1A

Subj: APPLICATION FOR CONSIDERATION UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM (AND/OR CHIEF WARRANT
OFFICER PROGRAM)*

7. Education

a. Civilian Schooling.

(1) Satisfactorily completed GED (high school level)
on _____ (attach certified copy of certificate).

(2) Graduated from high school on _____.

(3) Currently involved in off-duty education at
_____ (attach transcripts).

(4) Completed college degree requirements with
_____ in _____. Awarded a _____
_____ (attach diploma.)

b. Military Schooling. (if none, so state). (List class
standing ONLY if given.)

(1) Class A _____ from _____ to _____.
Graduated number ____ in class of _____.

(2) Class B _____ from _____ to _____.
Graduated number _____ in class of _____.

c. Military or Other Correspondence Courses Satisfactorily
Completed. (Omit courses required for normal advancement.
Course listed below is an example only and not specifically
required to be completed by applicants.)

(1) Naval Orientation, completed _____.

8. Extracurricular Activities. (Within 4 years of 1 October of
the year application is made.)

a. Membership in professional associations. (if none, so
state)

b. Community involvement. (if none, so state)

c. Briefly describe your physical fitness program (four
lines or less). (if none, so state)

Subj: APPLICATION FOR CONSIDERATION UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM (AND/OR CHIEF WARRANT
OFFICER PROGRAM)*

d. Significant present command collateral duties and
watchstanding responsibilities: (if none, so state)

9. A summary of my personal awards is as follows: (List in
order of seniority with most recent first.)

<u>AWARD</u>	<u>DATE OF AWARD</u>	<u>UNIT/ACTIVITY</u>
Navy Commendation Medal (Second award)	30 Sep 90	USS DWIGHT D. EISENHOWER (CVN-69)
Navy Commendation Medal	15 Jul 88	USS TARAWA (LHA-1)
Good Conduct Medal (Second award)	01 Jul 88	USS TARAWA (LHA-1)
Good Conduct Medal	01 Jul 84	USS CONSTELLATION (CV-64)
Flag Letter of Commendation	01 Jul 83	USS WADSWORTH (FFG-9)

(List other personal awards as appropriate. Do not list basic
letters of commendation or appreciation.)

10. Civilian arrests, detainments, confinements or traffic
fines of more than \$150.00 subsequent to initial enlistment in
the U.S. Navy or Naval Reserve. (List place, date, charge,
sentence and disposition of the case, if none, so state.)

11. I, (name) , if selected for temporary appointment
under the Active Duty LDO/CWO Program, agree to accept such
appointment and further agree to remain on active duty for a
period of 3 years subsequent to acceptance of such appointment. I
understand following acceptance of such temporary appointment
as an LDO, that if and when I am promoted to the grade of
lieutenant as an LDO, I may be offered a permanent appointment
as an LDO under Section 5589 of 10 U.S.C., and that, if I
decline to accept such permanent appointment, my temporary
appointment as an LDO under Section 5596 of 10 U.S.C., will be
terminated, and I will be reverted to my permanent enlisted
grade.

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Subj: APPLICATION FOR CONSIDERATION UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM (AND/OR CHIEF WARRANT
OFFICER PROGRAM)*

12. (If also applying for CWO) I, _____ (name) _____, if selected for appointment under the Active Duty CWO Program, agree to remain on active duty for a period of 3 years subsequent to acceptance of such appointment.

13. I will notify Pers-251 of any events occurring after I submit this application which relate to any of the information provided in paragraphs 7 through 10.

14. I have read and understand the Privacy Act Statement set forth in paragraph 9 of reference (a).

15. (A statement of reasons why the applicant desires appointment to LDO/CWO, as applicable. This and subsequent paragraphs may contain any information considered pertinent by the applicant. Statements should be limited to one half page or less.)

/s/ JOHN ROBERT JONES

BUPERSINST 1131.1A

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COMMANDING OFFICER'S ENDORSEMENT

(COMMAND LETTERHEAD)

SSIC
Orig Code
Date

FIRST ENDORSEMENT on PN1(SW) John Robert Jones, USN, 000-00-0000
ltr of _____

"FOR OFFICIAL USE ONLY"

From: Commanding Officer, _____
To: Chief of Naval Personnel (Pers-251)

Subj: APPLICATION FOR CONSIDERATION UNDER THE ACTIVE DUTY
LIMITED DUTY OFFICER PROGRAM (AND CHIEF WARRANT OFFICER
PROGRAM)*

*Modify subject line if applicant is applying for both LDO
and CWO to include the phrase in parentheses.

Encl:** (3) Interviewer's Appraisal Sheets (3)
(4) Photograph of applicant
(5) Copy of Examination Profile Information letter, if
applicable
(6) Medical documentation of recent color vision test,
if applicable

1. Forwarded, _____. The
(specific recommendation required)
applicant meets the physical fitness standards of OPNAVINST
6110.1D, and is eligible in all respects. All required
documents have been verified for completeness and accuracy, and
are attached as enclosures hereto.

2. (This and subsequent paragraphs should include information
requested in section C, paragraph 7 of this enclosure.)

/s/ COMMANDING OFFICER

Copy to:
PN1(SW) John Robert Jones

**Enclosures should be numbered, as applicable, to each

BUPERSINST 1131.1A

individual application.

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CHECKLIST FOR ACTIVE DUTY LDO/CWO APPLICANTS

- _____ 1. Endorsement (applicant's correct rate, SSN; specific recommendation; original signature)
- _____ 2. Application (correct rate, SSN; original signature)
- _____ 3. Designator(s) applied for (dual designators not acceptable):
- | | <u>Preference*</u> | <u>Program</u> | <u>Category</u> | <u>Designator</u> |
|--------|--------------------|----------------|---------------------|-------------------|
| Right: | 1 | LDO | Deck-(Surface) | 611X |
| | 2 | CWO | Boatswain (Surface) | 711X |
| Wrong: | 1 | LDO/CWO | Deck/Boatswain | 611X/711X |
| | 2 | LDO/CWO | Operations | 612X/712X |
- _____ 4. Pay Grade Eligibility: Be serving in pay grades E-6, E-7, E-8 or E-9 (E-9 CWO applicants selected for W3)
- _____ 5. E-6 applicants: Must have served as a PO1 for 1 year as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E-7
- _____ 6. E-6 applicants: Copy of Examination Profile Information letter
- _____ 7. Time in Service Eligibility: 8-16 years qualifying federal service computed to 1 October of the year application is made for LDO and 12-24 years for CWO
- _____ 8. Proof of GED, if applicable
- _____ 9. Full-length, three-quarter view, black and white or color photograph, 4"X5", in Summer White uniform, uncovered, with left shoulder forward
- _____ 10. Interviewer Appraisal Sheets (3)**
- _____ 11. Medical documentation of color vision test completed within 18 months of 1 October of the year of application (if applying for designator listed in paragraph 1c of Section B)

* Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

** The Interviewer's Appraisal Sheets shall be typed, signed, and will include the board member's designator and grade. Ensure block entitled "Potential as a Career Naval Officer" is completed.

INSTRUCTIONS FOR THE NAVAL RESERVE LIMITED DUTY OFFICER/
CHIEF WARRANT OFFICER PROGRAMS

Section A - Introduction

Section B - Eligibility Requirements and Appointments

Section C - Application and Processing Procedures

Section A - Introduction

1. LDO

a. LDO's are technically oriented officers who perform duties which:

- (1) Are limited to specific occupational fields;
- (2) Require authority and responsibility greater than normally expected of a CWO;
- (3) Require strong managerial skills; and,
- (4) Are outside the normal development pattern for unrestricted line, restricted line, and staff corps officers, or for which no unrestricted line, restricted line, or staff corps officers are available.

b. The LDO fills the need for officer technical management skills. Development of LDO's will emphasize officer managerial skills that are an outgrowth of a technical background.

2. CWO

a. CWO's are officer technical specialists who perform duties which:

- (1) Require extensive knowledge and skills of a specific occupational field;
- (2) Are technically oriented and repetitive in nature;
- (3) Require authority and responsibility greater than that normally expected of a master chief petty officer; and,
- (4) Are not significantly affected by assignability or advancement in rank, and, therefore, are subject to successive

BUPERSINST 1131.1A

tours of duty in the same technical area.

b. The CWO provides technical expertise at a relatively stable grade level in the officer structure. Consequently, development of CWO's will emphasize increasing their competence within their warrant specialty.

2. Authority to Appoint

a. Appointments to LDO grades in the Naval Reserve are made under the authority of Section 12203 of 10 U.S.C.

b. Appointments to CWO grades in the Naval Reserve are made under the authority of Section 12241 of 10 U.S.C.

SECTION B - ELIGIBILITY REQUIREMENTS AND APPOINTMENTS

1. General Eligibility Standards. To be eligible for appointment under the Naval Reserve LDO and CWO Programs, all applicants must meet the following requirements:

- a. Be a citizen of the United States.
- b. Be a member of the Ready Reserve assigned to a drilling unit, on ADSW/OYR, or serving as a Reserve Canvasser Recruiter at the time of application. Naval reservists must be assigned to a drilling unit of the Naval Reserve under orders from a competent authority, as certified by the unit CO, for at least 1 year on 1 October of the year application is made. Members who were serving under Regular Navy or Training and Administration of the Naval Reserve (TAR) enlistments and enlist in the Ready Reserve with assignment to a drilling unit within 90 days following release from active duty need not complete the prescribed 1 year in the drilling unit.
- c. Be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, chapter 15. Applicants who fail to meet the minimum physical standards for appointment may be appointed upon recommendation of BUMED and waiver of the standards by BUPERS. The CO's endorsement must state that the applicant meets the physical fitness standards outlined in reference (e). Defective color perception is disqualifying for appointment in the following designators: 611X/621X, 612X, 616X/626X, 619X/629X, 636X, 639X, 640X, 647X, 648X, 711X/721X, 712X, 716X/726X, 719X, 736X, 740X and 748X. Waivers will not be granted. A color vision test must be completed within 18 months of 1 October of the year application is made.
- d. Be a high school graduate or possess the service-accepted equivalent as prescribed in CNETINST 1560.3D.
- e. Have no record of conviction by a court-martial, non-judicial punishment (NJP), or conviction by a civil court for any offense other than minor traffic violations for 2 years as of 1 October of the year in which application is made. For purposes of this subparagraph, driving under the influence (DUI) violations will be considered major traffic violations and are disqualifying if within the 2-year period specified above.

f. Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

g. Be recommended by their CO.

h. Meet high-year tenure (HYT) requirements of reference (g). In that Reserve Canvasser Recruiters, ADSW/OYR and PSRC personnel will be appointed under the Naval Reserve LDO/CWO programs, they must meet the HYT requirements of reference (g) to apply.

2. CWO Eligibility for LDO. In addition to the requirements specified in paragraph 1, CWO applicants for the LDO Program must also meet the following requirements:

a. Be serving as a CWO.

b. Must have completed at least 1 year of service as a CWO of 1 October of the year application is made. Such service shall be computed from the initial date of rank as a CWO.

3. Enlisted Eligibility for LDO. In addition to the requirements specified in paragraph 1, enlisted applicants for the LDO Program must also meet the following requirements:

a. Be serving as a petty officer first class (E-6), chief petty officer (E-7), or senior chief petty officer (E-8). A petty officer first class must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate date for PO1. If broken service is involved, a PO1 must have served a total of at least 1 year as an E-6 as of 1 October of the year application is made.

b. Chief petty officers (E-7) and senior chief petty officers (E-8) with at least 12 but not more than 16 years of qualifying Federal service may apply for the LDO/CWO programs in the same application, but only one designator for each program may be requested.

c. Must have completed at least 8 but not more than 16 years of qualifying Federal service on 1 October of the year application is made. Qualifying Federal service is defined in Section 12732 of 10 U.S.C., but for the purposes of qualifying for this program, it includes only time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time

cannot be credited. Service with the Army, Air Force, Marine Corps, and Coast Guard may be credited to meet the minimal service requirement when it can be clearly documented by the applicant that service in another branch provided training and expertise that directly relates to and closely parallels the

needs and requirements of the naval service and the designator for which applying. The CO's endorsement shall attest to such qualifications.

d. PO1 applicants must complete all eligibility requirements for E-7 except time-in-rate and must compete in the annual Navy-wide examination for advancement to chief petty officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E-7 selection board eligibility. A PO1 is exempt from the requirements of this subparagraph when notification has been received by the CO that the individual is a selectee for chief petty officer or that advancement to chief petty officer has been authorized.

4. Enlisted Eligibility for CWO

a. Be a master/senior or chief petty officer (includes E-6 personnel selected for advancement to E-7) as a member of the Ready Reserve.

b. Chief petty officers (E-7) and senior chief petty officers (E-8) with at least 12 but not more than 16 years of qualifying Federal service may apply for both LDO and CWO programs in the same application, but only one designator for each program may be requested.

c. Must have completed at least 12 but not more than 24 years of qualifying Federal service on 1 October of the year application is made. Qualifying Federal service is defined in Section 1332 of 10 U.S.C., but for the purposes of qualifying for this program, it includes only time served with a component of the naval service. In computing the qualifying service eligibility requirement for naval reservists, constructive time cannot be credited. Service with the Army, Air Force, Marine Corps, and Coast Guard may be credited to meet the minimal service requirement when it can be clearly documented by the applicant that service in another branch provided training and expertise that directly relates to and closely parallels the needs and requirements of the naval service and the designator

for which applying. The CO's endorsement shall attest to such qualifications.

5. Appointment. The appointments of applicants selected under this instruction are subject to the condition that the appointee is found physically qualified per the Manual of the Medical Department and has maintained the physical fitness standards specified in reference (e).

a. Reserve canvasser recruiters and members on active duty for ADSW/OYR who are selected for appointment will be released from active duty and issued a permanent appointment in the Naval Reserve.

b. Naval Reservists who are assigned to Presidential Selected Reserve Call-up (PSRC) and are selected under the Naval Reserve LDO/CWO Programs must have gaining command or theater commander re-validation of their assignment based on the newly commissioned grade. If this validation is approved, they will remain on active duty. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by BUPERS. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Selectees must continue serving in the Ready Reserve until the appointment is tendered. Upon acceptance, each selectee must agree to remain in the Ready Reserve for a period of 3 years from the date of acceptance of appointment.

e. If before an appointment is effected, information is received which may render a selectee no longer qualified for appointment, such information shall be sent to Pers-912 immediately, via the selectee for comment, with a request that the selectee's appointment either be: (1) effected, (2) delayed, or (3) rescinded; and the reasons therefore.

f. Appointments will be made in the grades indicated below:

(1) LDO:

(a) CWO's selected for LDO will be appointed in the permanent grade of LTJG (O2) in the Naval Reserve per Section

12203 of 10 U.S.C., without benefit of constructive credit for prior warrant or commissioned service for appointment to a higher grade. CWO's selected for LDO with 4 or more years of active duty service will be appointed in the permanent grade of LTJG (02E).

(b) Enlisted personnel selected for LDO will be appointed in the permanent grade of ENS in the Naval Reserve per Section 12203 of 10 U.S.C. Enlisted personnel selected for LDO with 4 or more years of active duty service will be appointed in the permanent grade of ENS (01E).

(2) CWO:

(a) Selectees will be appointed to the permanent grade of CW02 in the Naval Reserve, except that selectees serving in pay grade E-9, who have completed 2 years time-in-grade as of 1 October of the year in which the board convenes will be appointed to CW03 per Section 12241 of 10 U.S.C. Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

(b) Reserve canvasser recruiters and members on active duty for ADSW/OYR, who are selected for appointment, will be released from active duty and issued a permanent appointment in the Naval Reserve.

SECTION C - APPLICATION AND PROCESSING PROCEDURES

1. Application Dates. Eligible candidates must apply for appointment under the Naval Reserve LDO and CWO programs to BUPERS (Pers-912) via their commanding officer. Applications with endorsements must be submitted to reach BUPERS (Pers-912) not later than 1 September of the year application is made. If E-6s are notified of selection to E-7 after they have already submitted their application for LDO, and desire to be considered for CWO as well, their requests must reach BUPERS (Pers-912) not later than 1 November of the year application is made. The mailing address is as follows:

Bureau of Naval Personnel
(Pers-912)
Washington Navy Yard, Bldg 36.
901 "M" Street SE
Washington, DC 20374-9120

2. Application Format. Candidates are to follow the appropriate letter format provided in appendices A or C of this enclosure. Appendix B must be included with applications for LDO LTJG from CWO's. Appendix D is a check-off list for use in avoiding common errors, but is not all-inclusive. Applicants are responsible for completeness, accuracy, and format.

3. Application Category. The category(ies) and designator(s) for which application is made shall be listed in the order of preference. A candidate, who is not applying for both the LDO/CWO Programs, may apply for appointment in no more than two LDO categories for which considered qualified. The desired designator(s) must also be indicated after the listed

category(ies). If a candidate feels qualified to compete in only one designator, only that designator should be applied for.

4. CWO Applicants for LDO

a. Letter applications from CWO's shall include the date of original appointment as a CWO (W-2, W-3 or W-4) as applicable; a statement certifying that the applicant has been serving with a drilling unit for at least 1 year and has maintained satisfactory Inactive Duty Training (IDT) attendance as of 1 October of the year application is made; a statement agreeing to accept such appointment and further agreeing to remain in the Ready Reserve for 3 years subsequent to accepting such appointment; and a contingent resignation letter (see appendices A and B of this enclosure).

b. Applicants requesting designators listed in paragraph 1c of section B must submit medical documentation completed within 18 months of the year application is made verifying normal color vision.

5. Enlisted applicants. Letter applications of enlisted personnel eligible per the preceding requirements, shall contain the following information (see appendix C of this enclosure):

a. A certification that all requirements of this instruction have been met.

b. Program(s), category(ies), and designator(s) applied for listed in order of precedence.

c. Date, place of birth, and age (years, months, and days) computed to 1 October of the year application is made.

d. Commissioning program(s) previously applied for, indicating the program, year(s) applied, and final results(s). If none, so state.

e. Highest grade or rate held, present rate, and the TIR date of present rate.

f. Chronological statement of military service including dates enlisted, extended or discharged; total time lost due to misconduct; total inactive duty; total qualifying years; total active duty; and total qualifying service computed to 1 October

of the year application is made.

g. Educational background including: date graduated from high school, or a successfully completed GED/high school level (attach a copy of the certificate); if attending off-duty education, indicate where attending and attach a copy of the institution transcript; all military schooling, including date completed and class standing, if applicable; and Navy or other correspondence courses, not required for advancement purposes, satisfactorily completed, including date of completion. Copies in lieu of original documents should be submitted since the application will not be returned.

h. Extracurricular activities within 4 years of 1 October of the year application is made. A brief description (four lines maximum) of applicant's personal fitness program.

i. Summary of awards. List personal awards (Navy Achievement Medal and higher, and Good Conduct awards only)

candidate is authorized. Include type of award, date awarded and command where the award was earned, e.g., Navy Commendation Medal -30 May 95-USS TARAWA (LHA-1).

j. Statement of civilian arrests, detainments, confinements or traffic fines in excess of \$150.00 subsequent to initial enlistment in the U.S. Navy or Naval Reserve, if applicable.

k. A statement that the applicant has completed at least 1 year of satisfactory IDT attendance as of 1 October of the year application is made.

l. A statement agreeing to accept the appointment if selected and agreeing to remain in the Ready Reserve for 3 years subsequent to accepting the appointment.

m. A statement by the applicant of reasons for requesting appointment to LDO and, if applicable, CWO.

n. A complete resume of civilian experience gained while associated with the Navy or Naval Reserve. The resume must contain the applicant's current home address and home and work phone numbers. Resume shall not exceed three pages in length.

o. Subsequent paragraphs may contain other information considered pertinent by the applicant.

6. CO's Endorsement. The formal applications for those candidates who have completed all requirements and are eligible for consideration under the Naval Reserve LDO/CWO Programs shall be endorsed and submitted in time to reach BUPERS (Pers-912) not later than 1 September of the year application is made. The CO's endorsement of all enlisted applicants shall include the following information in the proper format:

- a. A specific recommendation concerning the applicant.
- b. Verification of the applicant's eligibility and the completeness and accuracy of the enclosures.
- c. A statement of the applicant's military and professional performance, and the degree and scope of technical competence and supervisory ability demonstrated in the applicant's present rating.
- d. A statement of the applicant's qualifications in the program(s) and designator(s) requested, and potential ability to satisfactorily perform as a commissioned officer and accomplish officer technical management and specialist functions in the programs(s) and category(ies) requested.
- e. The applicant's indicated academic ability as demonstrated by performance at service schools, civilian schools, off-duty study courses, or use of shipboard training facilities.
- f. If applicable, comments regarding experience gained in another branch of service to include relation of that experience with Navy needs and requirements, and designator-specific requirements.
- g. A specific statement that the applicant meets the physical fitness standards outlined in reference (e).
- h. Any additional information considered pertinent.
- i. The following documents shall be listed as enclosures to the commanding officer's endorsement:

(1) In the case of an E-6 applicant, a copy of the NARDACPNCLA 10461/94, Examination Profile Information Letter, shall be submitted.

(2) A copy of special qualification document, e.g., ESWS, Diver Second Class, etc., if not listed on an evaluation/FITREP.

(3) Copy of latest enlisted evaluation or any evaluation not contained in their microfiche record.

(4) Each enlisted applicant shall be interviewed by a local board consisting of a minimum of three officers appointed by the CO. The senior member of the board shall be a Lieutenant Commander (LCDR) or above; no member of the board shall be below the grade of Lieutenant (LT) in the URL, RL, or Staff Corps or LTJG/CWO3 in the LDO/CWO communities. Every effort should be made to have at least one LDO or CWO, of the appropriate grade, as a member of the board. The interviewing board for applicants should, whenever possible, be composed of officers who are not in the applicant's command or at least not directly in the chain of command.

(a) Each member of the interview board will review the applicant's overall record, assess personal qualities during the interview, and submit an individual NAVCRUIT 1100/13, to the CO. The sheets shall be typed, signed, and will include the board member's grade and designator, i.e., CW03/7418. The block entitled Potential as a Career Naval Officer is applicable to all LDO/CWO candidates. If the assembly of a board of the prescribed number/rank is impractical, the CO shall state the reason(s) in the endorsement of the applicant's request.

(b) Officers serving on the interview board shall be reminded that competition for this program is extremely keen and that sustained superior performance, both ashore and afloat, is the primary consideration for selection. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be recommended for this program. A candidate must receive a favorable endorsement from the CO to be eligible to apply for this program.

(c) If a CO feels an individual is not qualified for LDO/CWO, the package should not be forwarded. Individuals not receiving favorable endorsement are to be counseled on what they need to do to improve their records to ultimately receive a favorable endorsement.

(5) A full-length, three-quarter view, 4 X 5 black and white or color photograph in Summer White (basic), uncovered,

with left shoulder forward. A title board (2-inch letters) containing the applicant's last name, first name and middle initial, rate/rating, SSN, height (in inches), weight, and date photograph was taken will be placed at the individual's feet so it will be legible in the photograph. The photograph will be centered and affixed to a sheet of white paper (8 1/2 X 11). When the servicing photo facility determines that color prints are the most effective, efficient means available, a color photo shall be submitted.

(6) Medical documentation of color vision test completed within 18 months of 1 October of the year application is made (if requesting designators listed in paragraph 3e of section B).

(7) DD 398-2 and FD 258, if the member's service record contains no evidence of satisfactory completion of a Background Investigation (BI), National Agency Check (NAC), or an Entrance National Agency Check (ENTNAC). National Agency Check for LDO applicants shall be completed per the instructions attached to DD 398-2 and as noted below:

(a) The space identified as "Code" - insert the following: Name of command/LDO-912.

(b) The space identified as "Return Results To" shall be completed as follows: Chief of Naval Personnel, (Pers-912), Washington, DC 20370-5912.

(8) When the applicant's service record contains evidence of a previously completed security investigation, a copy of the OPNAV 5520/20, or a copy of the Department of the Navy Central Adjudicating Facility (DONCAF) message verifying the completion of a BI, NAC, or ENTNAC and authorizing final clearance shall be submitted in lieu of the NAC Request.

(9) If there is evidence of a previous investigation that would continue to be valid for security clearance purposes, but the investigation is not properly documented in the service record, an investigation/verification may be requested from BUPERS (Pers-81) prior to submission of the LDO application. Such requests shall be identified: "LDO Requirement."

7. Acknowledgment of Application. Pers-912 will forward a postcard via the commanding officer after initial screening to

address any eligibility issues and additional information as may be required. Candidates may submit copies of additional correspondence, e.g., transfer evaluations, letters of appreciation/commendation, etc., to reach BUPERS (Pers-912) not later than 1 January of the year in which the board is scheduled to convene; however, duplication of correspondence contained in the applicant's official BUPERS record should be avoided.

8. Change of address. Candidates who transfer to a new unit or activity after submission of an LDO application must ensure Pers-912 is notified, by official correspondence on command letterhead, or their new unit mailing address. This will ensure that appointments for selectees are mailed to the correct unit.

Sample Letter of Application from
Naval Reserve CWO for Appointment to LDO

(Date)

"FOR OFFICIAL USE ONLY"

From: CWO2/3/4 John Robert Jones, USNR-R, 000-00-0000/7XX5
To: Chief of Naval Personnel (Pers-912)
Via: Commanding Officer, _____

Subj: APPLICATION FOR APPOINTMENT UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER PROGRAM

Ref: (a) BUPERSINST 1131.1A

Encl: (1) My contingent resignation ltr of _____ w/end

1. I hereby apply for consideration under subject program and certify that I meet the requirements stipulated in reference (a).

2. I desire to be considered for appointment in the following designator(s):

<u>Preference</u>	<u>Category</u>	<u>*Designator</u>
1	Operations-Surface	612X
2	Electronics-Surface	618X

*Only one designator may be listed for first choice and one designator for second choice.

3. I was initially appointed as a chief warrant officer, (W-2/W-3) on _____ and promoted to _____ to on _____.
(W-3/W-4)

4. I certify that I have been serving with a drilling unit in the Naval Reserve for at least 1 year and have maintained satisfactory IDT attendance computed to 1 October _____.
(year in which application is made).

5. I have read and understand the Privacy Act Statement set forth in paragraph 9 of reference (a).

6. I, _____ (Name) _____, if selected for appointment under the Naval Reserve LDO Program agree to accept such appointment and further

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BUPERSINST 1311.1A

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Subj: APPLICATION FOR APPOINTMENT UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER PROGRAM

agree to remain in the Ready Reserve for a period of 3 years subsequent to acceptance of such appointment. I understand that an appointment under the Naval Reserve LDO Program is a permanent appointment and subsequent reversion to previous CWO or enlisted status is not authorized.

/s/ JOHN ROBERT JONES

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

COMMANDING OFFICER'S ENDORSEMENT

(COMMAND LETTERHEAD)

1131
Orig Code
Date

FIRST ENDORSEMENT on CWO2/3/4 John Robert Jones, USNR-R,
000-00-0000/7XX5 ltr of _____

"FOR OFFICIAL USE ONLY"

From: Commanding Officer, _____
To: Chief of Naval Personnel (Pers-912)

Subj: APPLICATION FOR APPOINTMENT UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER PROGRAM

Ref: (b) OPNAVINST 6110.1D

Encl: (2) SF-88, Report of Medical Examination (if applicable)

1. Forwarded, _____.
(Specific recommendation required)

2. Chief Warrant Officer _____ meets the physical
fitness standards of reference (b).

3. (Additional comments as desired by the CO.)

/s/ COMMANDING OFFICER

Copy to:
CWO _____

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

Sample Contingent Resignation Letter

(Date)

"FOR OFFICIAL USE ONLY"

From: CWO2/3/4 John Charles Doe, USNR-R, 000-00-0000/7XX5
To: Secretary of the Navy
Via: Commanding Officer, _____

Subj: RESIGNATION OF PERMANENT CHIEF WARRANT OFFICER COMMISSION

Ref: (a) BUPERSINST 1131.1A

1. In accordance with reference (a), I resign my permanent chief warrant officer commission contingent upon receiving a permanent lieutenant (junior grade) appointment as a Limited Duty Officer in the Naval Reserve.

/s/ JOHN ROBERT JONES

1131
Orig Code
Date

FIRST ENDORSEMENT on CWO2/3/4 John Robert Jones, USNR-R,
000-00-0000/7XX5 ltr of _____

From: Commanding Officer, _____
To: Secretary of the Navy

1. Forwarded.

/s/ COMMANDING OFFICER

Copy to:
CWO _____

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

Sample Letter of Application from Naval Reserve
Enlisted Personnel for LDO and/or CWO Programs

(Date)

"FOR OFFICIAL USE ONLY"

From: MMC(SW) John Joseph Jones, USNR-R, 000-00-0000
To: Chief of Naval Personnel (Pers-912)
Via: Commanding Officer, _____

Subj: APPLICATION FOR CONSIDERATION UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER (AND/OR CHIEF WARRANT OFFICER)
PROGRAM*

*Eligible personnel applying for LDO, CWO or both must modify
subject line to include phrase in parentheses.

Ref: (a) BUPERSINST 1131.1A

Encl: (1) Evidence of GED (if applicable)
(2) Copy of college transcript (if applicable)
(3) Complete civilian resume

1. I hereby apply for consideration under subject program(s) and
certify I meet all the requirements stipulated in reference (a).

2. Program and Category Selection. (Select a, b or c below)

a. I desire to be considered as an applicant for appointment
in the following program and designator(s):

<u>Preference</u>	<u>Program</u>	<u>Category</u>	<u>*Designator</u>
1	LDO	Engineering/Repair-Submarine	623X
2	LDO	Engineering/Repair-Surface	613X

*Only one designator may be listed for first choice and one
designator for second choice.

b. I desire to be considered as an applicant for appointment
in the following programs and designators:

<u>Preference</u>	<u>Program</u>	<u>Category</u>	<u>*Designator</u>
1	LDO	Engineering/Repair-Surface	613X
2	CWO	Engineering Technician-Surface	713X

*Only one designator for each program may be requested.

c. I desire to be considered as an applicant for appointment
in the following programs and designators:

BUPERSINST 1131.1A

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BUPERSINST 1311.1A

Subj: APPLICATION FOR CONSIDERATION UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER (AND/OR CHIEF WARRANT OFFICER)
PROGRAM*

<u>Preference</u>	<u>Program</u>	<u>Category</u>	<u>*Designator</u>
1	CWO	Engineering Technician-Submarine	723X
2	CWO	Engineering Technician-Surface	713X

3. (For naturalized citizens only). My date and place of birth is _____. I was naturalized as a U.S. Citizen on _____ at _____ and my naturalization number is _____.

4. I have/have not previously applied for a commissioning program. (If "yes" indicate the program, year(s) applied, and final results(s).)

<u>Program</u>	<u>Year(s) applied)</u>	<u>Final results</u>
LDO	FY96	Not selected
LDO	FY95	Selected; declined appointment

5. My present rate is _____ and the TIR date of this rate is _____. (If currently frocked to the next higher paygrade, add a sentence to reflect frocked paygrade and projected date of advancement, if known.)

6. A statement of my complete naval service is as follows:

<u>BRANCH</u>	<u>ENLISTED</u>	<u>DISCHARGE</u>	<u>TIME LOST</u> <u>DUE TO</u> <u>MISCONDUCT</u>	<u>RESERVE</u> <u>DUTY</u>	<u>QUAL.</u> <u>YEARS</u>	<u>ACTIVE</u> <u>DUTY</u>
USN	00-00-00		00-00-00			04-01-00
USNR	00-00-00		00-00-00	02-00-00	1	
USNR-R	00-00-00		00-00-00	03-01-00	0	
USNR-R	00-00-00		00-00-00	06-00-00	3	
USNR-R	00-00-00		00-00-00	06-00-00	2	
USNR-R	00-00-00			03-02-16	3	
				*20-03-16	9	04-01-00

Total qualifying service ** for eligibility computed to 1 October of the year application is made: ** 13-01-00
YR/MO/DA

*Had a total of 11 years during which 50 retirement points were not earned for a qualifying year.

**At least 8 but not more than 16 years

Qualifying years + active duty = total qualifying federal service

Subj: APPLICATION FOR CONSIDERATION UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER (AND/OR CHIEF WARRANT OFFICER)
PROGRAM*

7. Education

a. Civilian schooling.

(1) Satisfactorily completed GED (high school level)
on _____ (attach copy of certificate).

(2) Graduated from high school in _____.

(3) Currently involved in off-duty education at
_____ (attach transcripts).

(4) Completed college degree requirements with
_____ in _____. Awarded a _____.
(attach diploma)

b. Military schooling. (If none, so state. Include class
standing, if given.)

(1) Class A _____ from _____ to _____. Graduated
number _____ in class of _____.

(2) Class C _____ from _____ to _____. Graduated
number _____ in class of _____.

c. Military or Other Correspondence Courses Satisfactorily
Completed. (Omit courses required for normal advancement.)

(1) (Course), completed _____.

(2) (Course), completed _____.

8. Extracurricular activities. (Within 4 years of 1 October of
the year application is made. If none, so state.)

a. Membership in professional associations. (If none, so
state.)

b. Community involvement. (If none, so state.)

c. Description of personal physical fitness program. (If none, so state.)

d. Significant present command collateral duties and watchstanding responsibilities. (If none, so state.)
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Subj: APPLICATION FOR CONSIDERATION UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER (AND/OR CHIEF WARRANT OFFICER)
PROGRAM*

9. A summary of my personal awards is as follows:

<u>AWARD</u>	<u>DATE OF AWARD</u>	<u>ACTIVITY</u>
Navy Commendation Medal	15 Jul 88	USS TARAWA (LHA-1)
Naval Reserve Meritorious Service Medal	01 Jul 88	NR NAS North Island 0194
Good Conduct Medal	01 Jul 84	USS CONSTELLATION(CV-64)
Flag Letter of Commendation	01 Jul 79	USS WADSWORTH (FFG-9)

10. I certify that I have maintained satisfactory drill attendance while serving with a drilling unit in the Naval Reserve of at least 1 year as of 1 October ____ (year in which application is made).

11. I, (name), if selected for appointment under the Naval Reserve LDO or CWO Program, agree to accept such appointment, and further agree to remain in the Ready Reserve for a period of 3 years subsequent to acceptance of such appointment. I understand that, if selected for appointment to either the Naval Reserve LDO or CWO Program, I will be honorably discharged from an enlisted status for the convenience of the government and will be given a permanent appointment as an LDO or CWO. I will notify Pers-912 of any events occurring after I submit this application which relate to any of the information provided in paragraphs 7 through 9.

12. I have read and understand the Privacy Act Statement set forth in paragraph 9 of reference (a).

13. (A statement of reasons why the applicant desires appointment to LDO/CWO, as applicable. This and subsequent

BUPERSINST 1131.1A

paragraphs may contain any information considered pertinent by the applicant.)

/s/ JOHN ROBERT JONES

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COMMANDING OFFICER'S ENDORSEMENT

(COMMAND LETTERHEAD)

1131
Orig Code
Date

FIRST ENDORSEMENT on MMC(SW) John Robert Jones, USNR-R,
000-00-0000 ltr of _____

"FOR OFFICIAL USE ONLY"

From: Commanding Officer, _____
To: Chief of Naval Personnel (Pers-912)

Subj: APPLICATION FOR CONSIDERATION UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER (AND/OR CHIEF WARRANT OFFICER)
PROGRAM(S)*

*Modify subject line if applicant is applying for LDO, CWO or
both, to include the phrase in parentheses.

Ref: (a) OPNAVINST 6110.1D

Encl: **(4) Interviewer Appraisal Sheets (3)
(5) Photograph of applicant
(6) Copy of Examination Profile Information letter, if
applicable
(7) Certified copies of enlisted evaluations
(8) Copy of special qualification document (if
applicable)
(9) Security documents
(10) Medical documentation of recent color vision test
(if applicable)

1. Forwarded, _____. The
(Specific recommendation required)
applicant meets the physical fitness of reference (a), and is
eligible in all respects. All required documents have been
verified for completeness and accuracy, and are attached as
enclosures.

2. (This and subsequent paragraphs should include information
requested in section C, paragraph 7 of this enclosure.)

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

BUPERSINST 1311.1A

"FOR OFFICIAL USE ONLY"

Subj: APPLICATION FOR CONSIDERATION UNDER THE NAVAL RESERVE
LIMITED DUTY OFFICER (AND/OR CHIEF WARRANT OFFICER)
PROGRAM(S)*

/s/ COMMANDING OFFICER

**Enclosures should be numbered, as applicable, to each individual application.

BUPERSINST 1131.1A

"FOR OFFICIAL USE ONLY"

CECKLIST FOR NAVAL RESERVE LDO/CWO APPLICANT

- _____ 1. Endorsement (applicant's correct rate, SSN; specific recommendation; original signature)
- _____ 2. Application (correct rate, SSN; original signature)
- _____ 3. Designator(s) applied for (dual designators not acceptable):
- | | <u>Preference*</u> | <u>Program</u> | <u>Category</u> | <u>Designator</u> |
|--------|--------------------|----------------|--------------------|-------------------|
| Right: | 1 | LDO | Deck-Surface | 611X |
| | 2 | CWO | Boatswain(Surface) | 711X |
| Wrong: | 1 | LDO/LDO | Deck/Operations | 611X/612X |
| | 2 | LDO/CWO | Deck/Boatswain | 611X/711X |
- _____ 4. Pay grade eligibility: be serving in pay grade E-6, E-7, E-8 or E-9 as applicable.
- _____ 5. E-6 applicants: must have served as a PO1 for 1 year as of 1 October of the year application is made and be selection board eligible for advancement to E-7
- _____ 6. E-6 applicants: copy of Examination Profile Information letter
- _____ 7. Time-in-Service Eligibility: 8 to 16 years qualifying Federal service computed to 1 October of the year application is made for LDO and 12-24 years for CWO
- _____ 8. Proof of GED, if applicable
- _____ 9. Certified copy of security clearance (ENTNAC, NAC, BI, SBI, DONCAF final clearance message). If NAC Request and Fingerprint Card are required, submit originals to Pers-912 with application for processing
- _____ 10. Statement verifying 1 year of satisfactory participation in a drilling status
- _____ 11. Resume of civilian experience since associated with Navy or Naval Reserve (not to exceed three pages)
- _____ 12. Copy of special qualification certificate or document (i.e., "ESWS", Diver Second Class, etc.), if not listed in evaluation/fitness report
- _____ 13. Full-length, three-quarter view, black and white or color or photograph, 4"x5", in Summer White (basic) uniform, uncovered, with left shoulder forward
- _____ 14. Interviewer Appraisal Sheets (3)**
- _____ 15. Copy of latest enlisted evaluations and any evaluations not contained in microfiche record
- _____ 16. Medical documentation of color vision test completed within 18 months of 1 October of year application (if applying for designator listed in paragraph 3e of section B)

*Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

**The Interviewer's Appraisal Sheets shall be typed, signed, and will include the board member's designator and grade, e.g., LCDR/1115. Ensure block entitled "Potential as a Career Naval Officer" is completed.

FORMAT FOR ADDENDUM LETTER FOR SUBMISSION OF ADDITIONAL
INFORMATION

(DATE)

"FOR OFFICIAL USE ONLY"

From: MMC(SW) John Robert Jones, USN, 000-00-0000
To: Chief of Naval Personnel (Pers-251)
Via: Commanding Officer, _____

Subj: ADDENDUM TO APPLICATION FOR CONSIDERATION UNDER THE
FY _____ UNDER THE ACTIVE DUTY (OR RESERVE) LIMITED DUTY
OFFICER (OR CHIEF WARRANT OFFICER) PROGRAM

Ref: (a) BUPERSINST 1131.1A
(b) My letter application w/end dated _____

Encl: (1) Copy of (special document received or earned
subsequent to forwarding original applications)

1. Per reference (a), I request that enclosure (1) (as well as
any other enclosures) be included in my application for Limited
Duty Officer (or Chief Warrant Officer) contained in reference
(b).

JOHN ROBERT JONES

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, _____
To: Chief of Naval Personnel (Pers-251)

1. Forwarded, certifying the information contained in the basic
letter has been verified with the member's service record and is
correct.

/S/ COMMANDING OFFICER

Copy to:
MMC(SW) Jones

"FOR OFFICIAL USE ONLY"

Enclosure (4)

SUMMARY OF CHANGES TO BASIC INSTRUCTION

The following changes have been made to the application procedures for the LDO/CWO programs for active duty and reserve personnel. This list is not all inclusive:

- CWO2/3/4, with at least 1 year time in grade as of 1 October of the year in which application is made, may apply for LDO LTJG (O2E).
- Uniform for photograph is Summer White.
- Personnel are no longer required to provide age, date and place of birth with the exception of naturalized citizens. Naturalized citizens must include date and place of birth.
- "FOR OFFICIAL USE ONLY" must be included on all pages that include name and SSN. This marking is in accordance with SECNAVINST 5216.5D.
- Deletion of Chronological List of Billets held.
- Extension block in service computation has been deleted.
- GCT/ARI ASVAB scores have been deleted.
- NAVEDTRA numbers or grades after correspondence courses completed have been deleted.
- Off-duty and community activities should be listed for only the 4 years prior to 1 October of the year application is made.
- Class standing statement for military schooling is not required unless a standing was given.
- Only personal awards (i.e., Flag Letter of Commendation, Navy Achievement Medal and higher) and Navy Good Conduct Medal/Naval Reserve Meritorious Service Medal should be listed under personal awards section.
- Documents submitted do not require an individual "Certified to be a true copy" statement. The commanding officer, however, must verify in the command endorsement portion of application that the documents submitted by the applicant have been verified with the member's official service record.

- Warfare designation certificates/letters are not required if listed in the enlisted evaluation.
- A statement (four lines or less) must be included in the extracurricular activity portion of the application regarding a personal physical fitness program.
- Naval Reservist E-6s selected for E-7 after submitting their package for LDO have until 1 November of the year in which application is made to submit for CWO.
- Stipulates that TAR's released from active duty, who subsequently affiliate with the Naval Reserve, need not complete 1 year in a drilling status before applying for LDO/CWO.
- Stipulates that for the Reserve programs, civilian resumes may not exceed three pages in length.
- Requires candidates who transfer to a new unit or activity after submitting an application to inform either Pers-251 (for active duty applicants) or Pers-912 (for reserve applicants) of their new duty station and address.